

**Commission on Judicial Conduct
11 Beacon Street, Suite 525
Boston, MA 02108**

NOTICE OF POSITION VACANCY

Executive Assistant

Summary of Duties: Chief Fiscal Officer of agency to manage payroll, purchasing, bill-paying, and insurance. Prepare annual budget, supplemental budget requests, annual spending plan and maintenance estimate for review by Executive Director. Prepare audit and internal control reports. Report monthly to the Commission on fiscal status of agency. Liaison with Division of Capital Asset Management and landlord. Prepare minutes of monthly Commission meetings. Prepare annual statistics and Annual Report of agency. Print and distribute Annual Report. Oversee maintenance and updating of office equipment and library, including computer hardware and software, as well as agency website. Assume duties of Administrative Secretary when she is absent. Answer the public's questions about the agency, by phone, by letter or in person. Keep Executive Director posted on all important developments. Assist Executive Director as needed.

Position Requirements: Familiarity with MMARS and HR/CMS accounting systems, the Massachusetts courts, and Massachusetts in general. Absolute integrity, close attention to detail, and substantial tact. College degree or equivalent experience. Ability to work independently. Ability to communicate well, both orally and in writing, with members of the public, the bar, and the judiciary. Some knowledge of computer networking and recent software. Absolute discretion in dealing with confidential matters.

Classification: Level 17.

Salary range: \$50,877.07 to \$64,752.67.

Benefits: 4 weeks' vacation, 3 personal days, all state and Suffolk County holidays; excellent health, dental and vision insurance.

Supervision by: Executive Director.

To begin: asap.

Website for more information: www.mass.gov/cjc

Application: Résumé, cover letter and SJC/Trial Court Application for Employment* by 2/22/07 to:

Jill Pearson, Executive Director
Commission on Judicial Conduct
11 Beacon Street, Suite 525
Boston, MA 02108
(617)725-8050

AN EQUAL OPPORTUNITY EMPLOYER

*available at <http://www.mass.gov/courts>